

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS/CHAIRS MEETING
MAY 22, 2001**

The Board of Directors (BoD) of the National Environmental Laboratory Accreditation Conference (NELAC) convened prior to the opening session of the Seventh NELAC Annual Meeting (NELAC 7) at 8:30 a.m. Mountain Daylight Time (MDT) on May 22, 2001, in Salt Lake City, Utah; all committee chairs had been invited to participate in this meeting. The meeting was led by its chair, Dr. Charles Brokopp of the Utah Department of Health, following the agenda distributed previously to BoD members (Attachment A). The list of participants is shown in Attachment B, the new list of action items is given in Attachment C, and the cumulative list of action items is given in Attachment D.

APPROVAL OF MINUTES FROM MAY 10 MEETING

Following review, the draft minutes were approved with minor edits.

AARB REPORT

Mr. George Mills, chair of the Accrediting Authority Review Board (AARB) summarized the annual report to be presented to the Conference (the full AARB report is included in the session minutes). The second year of operation of the AARB was not as active as the first year. There were no appeals from Accrediting Authorities and since there were no new Accrediting Authorities approved since the first class, there were no reports to review. The BoD worked with the Accrediting Authority Committee on revisions to Chapter 6 of the NELAC Standards.

Mr. Mills noted that the standard operating procedure (SOP) for performing the 2-year assessments of the NELAP Accrediting Authorities has been reviewed. He noted that a common assessment reporting format has been recommended and he also noted that AARB plans to follow up this year on its recommendation regarding records retention, both hard-copy and electronic.

RECEPTION

Dr. Brokopp invited BoD Members, Committee Members, NELAP AA's, and Regional Lead Assessors to a reception hosted by the BoD in recognition of the successful work which led to completion of the first round of laboratory accreditations this year.

SUPPORT FOR COMMITTEE MEETINGS

Dr. Gene Tatsch reviewed RTI's committee support plans, responsibilities of chairs and RTI staff, and coordination with UT DOH staff in hotel logistics. Time-lines call for completion of chair-reviewed draft minutes before the end of NELAC 7.

Dr. Brokopp reviewed development and presentation of voting agenda by chairs for the voting session. To permit a reasonable length of voting session, he asked chairs to develop their voting agenda so as to limit the number of issues for voting.

ENCOURAGE ATTENDANCE AT ELAB SESSIONS.

Dr. Brokopp reminded the BoD and chairs of the sessions of the Environmental Laboratory Advisory Board (ELAB), both in the scheduled Open Forum (Tuesday) and the ELAB meeting (Thursday).

VOTE OF CONFIDENCE IN NELAP/NELAC

Ms. Hankins reviewed recent negative comments that have come to the attention of the BoD, and asked for ideas on a suitable response, including the possibility of a 'vote of confidence.' Since it appears that many of these comments could be resolved by better communications, Ms. Silky Labie noted that the Transition Committee has been studying this issue and in March completed a white paper ("Resolving Communication Problems") for consideration of the BoD. Various aspects of this issue were discussed at length; the consensus was that many of these comments have appeared, without specifics, following the announcement of the first round of NELAC-accredited laboratories on January 24, 2001. Hence, the complete NELAC program has only been operational for four months and start-up problems are not surprising.

It was noted that the Accrediting Authority workgroup is aware of the comments and is in the process of developing process changes to address several of the comments. The American Council of Independent Laboratories (ACIL) has distributed a survey to all NELAC-accredited laboratories and is receiving responses; plans are to share the final results with NELAC. The Accrediting Authority committee is also developing a survey to address other aspects of the NELAC experience. Ms. Jackie Sample noted that in her work with the International Laboratory Accreditation Cooperation (ILAC), brochure materials are becoming available that can be shared with, and modified by, NELAC to help with public information.

In summary, the consensus was that difficulties during this initial implementation phase will not be ignored, however overall progress seems to be in the right direction.

NON-PROFIT PROPOSAL

Ms. Labie noted that Mr. Jerry Parr is preparing a proposal to respond to the Transition Committee's white paper noted above. This will probably involve creation of a suitable non-profit organization that would be capable of supporting NELAC in a number of areas that continue to be problematic under the present arrangement.

POLICY ON MODIFYING SCOPE OF NELAC

This discussion was postponed, due to lack of time.

CONFERENCE ANNOUNCEMENTS

Dr. Brokopp reminded members and chairs of the planned dinner at Rice-Eccles stadium, the planned site of opening and closing ceremonies of the Olympics 2002. He also explained the color coding on participants's badges, particularly the voting designations (black dot for representative/alternate, yellow dot for delegates).

NELAC BOARD OF DIRECTORS
DRAFT AGENDA
May 22, 2001

1. Approval of Minutes from May 10 meeting
2. AARB report
3. NELAC Secret Salute
4. Invitation to Reception Tuesday 6:30 - 8:00 pm
 - S** Board Members, Committee Members, NELAP AA's, Regional Lead Assessors
 - S** Location Suites: 5103, 5104
5. Support for Committee Meetings - *Gene Tatsch*
 - S** Assignment of RTI and Utah staff
 - S** Time-Lines
 - S** Development and presentation of voting agenda
 - S** Limit the number of items on voting agenda
6. Encourage attendance at ELAB sessions.
7. Vote of Confidence in NELAP/NELAC
8. Non-profit proposal - *Silky Labit*
9. Policy on Modifying scope of NELAC - *Anne Rhyne*
10. Conference Announcements - *Chuck Brokopp*

**LIST OF PARTICIPANTS
BOARD OF DIRECTORS MEETING
MAY 22, 2001**

Name	Affiliation	Address
Dr. Charles Brokopp Chair	UT Department of Health	T: 801-584-8406 F: 801-584-8486 E: cbrokopp@doh.state.ut.us
Ms. Ann Marie Allen	MA Dept. of Environmental Protection	T: 978-682-5237 F: 978-688-0352 E: ann.marie.allen@state.ma.us
Dr. Stephen Billets Exec. Secretary, Acting	USEPA/ORD	T: 702-798-2232 F: 702-798-2261 E: billets.stephen@epa.gov
Ms. Jeanne Hankins Director	USEPA/ORD	T: 919-541-1120 F: 919-541-4261 E: hankins.jeanne@epa.gov
Dr. Paul Kimsey	CA Department of Health Services	T: 510-540-2411 F: 510-540-3075 E: pkimsey@dhs.ca.gov
Dr. Jim Pearson (absent)	VA Division of Consolidated Laboratory Services	T: 804-786-7905 F: 804-371-7973 E: jpearson@dgs.state.va.us
Ms. Anne Rhyne	TX Natural Resource Conservation Comm.	T: 512-239-6830 F: 512-239-6410 E: arhyne@tnrcc.state.tx.us
Ms. Jaqueline Sample	US Navy/NAVSEA Programs Field Office	T: 843-764-7337 F: 843-764-7360 E: samplejh@navsea.navy.mil
Mr. Joe Slayton	USEPA/Region 3	T: 410-305-2653 F: 410-305-3095 E: slayton.joe@epa.gov
Mr. Thomas Maloney	USGS National Water Quality Laboratory	T: 303-236-3460 F: 303-236-3499 E: tmaloney@usgs.gov
Ms. Barbara Burmeister	Chair, Proficiency Testing Committee	T: 608-265-1100 F: 608-265-1114 E: burmie@mail.slh.wisc.edu
Mr. Matthew Caruso	Chair, National Database Committee	T: 518-485-5570 F: 518-485-5568 E: caruso@wadsworth.org
Mr. Bill Ingersoll	Chair, On-site Assessment Committee	T: 843-764-7337 F: 843-764-7360 E: ingersollws@navsea.navy.mil
Dr. Kenneth Jackson	Chair, Program Policy & Structure Committee	T: 518-485-5570 F: 518-485-5568 E: jackson@wadsworth.org
Mr. Louis Johnson	Chair, Accrediting Authority Committee	T: 225-765-2405 F: 225-765-2408 E: louis_j@deq.state.la.us

**LIST OF PARTICIPANTS
BOARD OF DIRECTORS MEETING
MAY 22, 2001**

Name	Affiliation	Address
Dr. Carl Kircher	Chair, Regulatory Coordination Committee	T: 904-791-1574 F: 904-791-1591 E: carl_kircher@doh.state.fl.us
Ms. Sylvia Labie	Chair, Transition Committee	T: 850-488-2796 F: 850-922-4614 E: silky.labie@dep.state.fl.us
Dr. James Pearson	Chair, Nominating Committee	T: 804-786-7905 F: 804-371-7973 E: jpearson@dgs.state.va.us
Ms. Margaret Prevost	Chair, Membership and Outreach Committee	T: 518-485-5570 F: 518-485-5568 E: mmp03@health.state.ny.us
Mr. Scott Siders	Chair, Quality Systems Committee	T: 217-785-5163 F: 217-524-0944 E: epa6113@epa.state.is.us
Dr. Barton Simmons	Chair, Field Activities Committee	T: 510-540-3112 F: 510-540-2305 E: bsimmons@dtsc.ca.gov; bsimmons@ix.netc
Mr. Gleason Wheatley	Chair, Accreditation Process Committee	T: 502-564-6120 F: 502-564-8930 E: gleason.wheatley@mail.state.ky.us
Dr. Gene Tatsch (Contractor Support)	Research Triangle Institute	T: 919-541-6930 F: 828-628-0659 E: cet@rti.org
Ms. Suzanne Askew (Contractor Support)	Research Triangle Institute	T: 919-541-7039 F: 919-541-7386 E: lsa@rti.org

**NELAC Board of Directors/Chairs Meeting
May 22, 2001
New Action Items**

Item No.	Action	Status
1	A suitable expression of the BoD's appreciation will be conveyed to Mike Ciolek	
2	Ms. Sample will share brochures from her work with ILAC to help with public information.	

**Action Items from Previous Meetings
NELAC Board of Directors
May 22, 2001**

No.	Date of Meeting	Action	Status
1	04/13/00	Dr. Jackson, and Dr. Kimsey will provide a short summary of recent Accrediting Authority workgroup teleconferences to Ms. Hankins to be included in the materials for the next board meeting. (Will be an on-going item).	On-going
2	01/11/99	Committee Chairs are to prepare "Frequently Asked Questions" for posting on the NELAC Website. They are to submit these to the Membership and Outreach Committee.	On-going
3	09/23/99	Dr. Jackson will draft a policy for responding to future offers of NELAC-associated activities at national meetings.	On-going
6	05/04/00	The Membership and Outreach committee will draft a policy addressing the logistics of web-submitted issues: routing, response, etc.	On-going
8	05/08/00	Dr. Brokopp will explore organizational issues with ECOS.	Ongoing
9	7/26/00	Dr. Brokopp will continue to lead exploration of viable options, including financial issues.	Ongoing
13	7/13/00	The Program Policy and Structure Committee is tasked with developing specific draft wording of a reorganized NELAC at NELAC 6i.	Deferred
14	8/10/00	Ms. Allen, Ms. Labie, and Dr. Brokopp will draft a plan, based on the most recent work by the transition committee, for submittal to EPA.	Deferred
15	8/10/00	Board members are to identify suitable candidates for the vacant Board position	Complete
17	9/12/00	Mr. Parr will draft a NELAC-7i proposal for Dr. Brokopp, Ms. Labie, Dr. Kimsey to review prior to presentation to the full Board.	Ongoing
18	9/12/00	Ms. Hankins will draft a policy to address change of status (Voting-Contributor) of a committee member.	Complete
22	10/31/00	Committee efforts should cite by reference the desired ISO wording, adding explanatory and supplemental notes as needed.	Ongoing
24	10/31/00	Ms. Hankins will identify a representative from ISO be invited to participate in a future Board teleconference to discuss viable options for use of ISO language in the NELAC Standard.	Deferred
25	11/09/00	Mr. Siders will draft a response to AIHA, for Board review, outlining the committee's plans for development of a NELAC asbestos standard.	

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No.	Date of Meeting	Action	Status
27	11/09/00	Dr. Brokopp will present another update on preparations for NELAC 7 during the December meeting of the Board.	Complete
30	11/09/00	Dr. Brokopp agreed to follow up with Dr. Billets on possibilities for new promotional ideas and report to the Board at next month's meeting.	Ongoing
31	12/14/00	Board members should study the proposal for refresher training for assessors in depth and Email their comments to Ms. Hankins before December 22, 2000	Complete
32	12/14/00	Ms. Hankins will inform Ms. Moore of the Board's decision on the refresher training proposal by December 31, 2000.	Complete
34	12/14/00	Ms. Sample will request her staff to propose sites that comply with the GSA rates.	Complete
35	1/1/01	Dr. Brokopp and Dr. Kimsey will explore possible legal options for continued use of ISO language in the NELAC Standard.	Ongoing
37	1/1/01	Dr. Brokopp will Email the Board and committee chairs for inputs on presenters & topics at the WTQA meeting next August.	Ongoing
38	2/8/01	Dr. Brokopp will include a request for information on acceptance of NELAC accreditation in the annual letter to the NELAC representatives.	Complete
39	2/8/01	Dr. Billets will obtain an update from Ms. Sample, and offer his assistance, in making arrangements for NELAC 7i.	On agenda
40	2/8/01	Dr. Brokopp will request the Membership and Outreach committee to draft the appropriate letter for designating NELAC 7 voting representatives for his signature and mailing.	Complete
41	2/8/01	Ms. Hankins will check with Dr. Jackson on the status of Item No. 3, (9/23/1999)	Complete
42	2/8/01	Dr. Billets will follow-up with Membership and Outreach committee on Item No. 6 (05/04/2000).	Ongoing
43	2/8/01	Dr. Brokopp will revisit Item No. 9 (7/26/2000) to consider developing a briefing package for the new administration.	Ongoing
44	2/8/01	Ms. Hankins will contact Mr. Parr on the status of Item No. 17 (09/12/2000).	Complete
45	2/8/01	Mr. Slayton will contact Mr. Siders on the status of Item 25 (11/09/2000)	Ongoing

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No.	Date of Meeting	Action	Status
46	3/8/01	Ms. Rhyne & Mr. Slayton will draft a policy for adding new areas to the NELAC Standard.	Complete
47	3/8/01	Ms. Hankins will forward guest room reservation data from recent meetings contracted by EPA in the Washington, DC area to Ms. Sample.	Complete
48	3/8/01	Board members should forward counsel to Dr. Jackson on development of an event-sponsor policy.	Deferred
49	3/8/01	Revisions of the proposed NELAC 7 schedule will be considered to accommodate travel times.	Complete
50	3/8/01	Board members should to submit NELAC support items to Dr. Billets or Dr. Brokopp so that a prioritized list of needed support can be discussed at its next meeting.	Complete